

C O N F I D E N T I A L

PROCUREMENT MANAGEMENT STAFF  
SIGNIFICANT ACCOMPLISHMENTS  
FY 1987 FIRST QUARTER

° Procurement Newsletter

✓ The first edition of a "Procurement Newsletter" was generated and printed. The newsletter contained technical articles of interest to procurement personnel, along with personal news stories about individuals.

° Conference on Contracting Officer's Manual

A 2-day offsite conference attended by senior contracting officers (COs) was conducted 15 through 17 December 1986 for the purpose of reviewing the draft Contracting Officer's Manual. The COs reviewed the proposed publication and identified many areas which required either modification and/or additional clarification. The revision and review are currently underway.

° Establishment of Procurement Management Review Criteria

✓ The criteria by which a team from Procurement Management Staff (OL/PMS) will review all contracting teams has been reviewed and approved. The first contracting team to be reviewed will be the Directorate of Intelligence' Contract Team.

° Increased Competition Goals

A memorandum was prepared and forwarded through the Director of Logistics to the Executive Director for signature. The memorandum is to be disseminated to all deputy directors, reminding them of the benefits derived from competition and requesting them to establish competition goals for fiscal year (FY) 1987.

° Training Manual

✓ A manual which specifically identifies core courses and their availability was completed during the first month of FY 1987. OL/PMS completed a review of procurement training courses available at various facilities for the following procurement specialties:

- Contracting Officer Intern
- Contracting Officer
- Procurement Officer
- Contract Support Assistant
- Procurement Clerical

C O N F I D E N T I A L